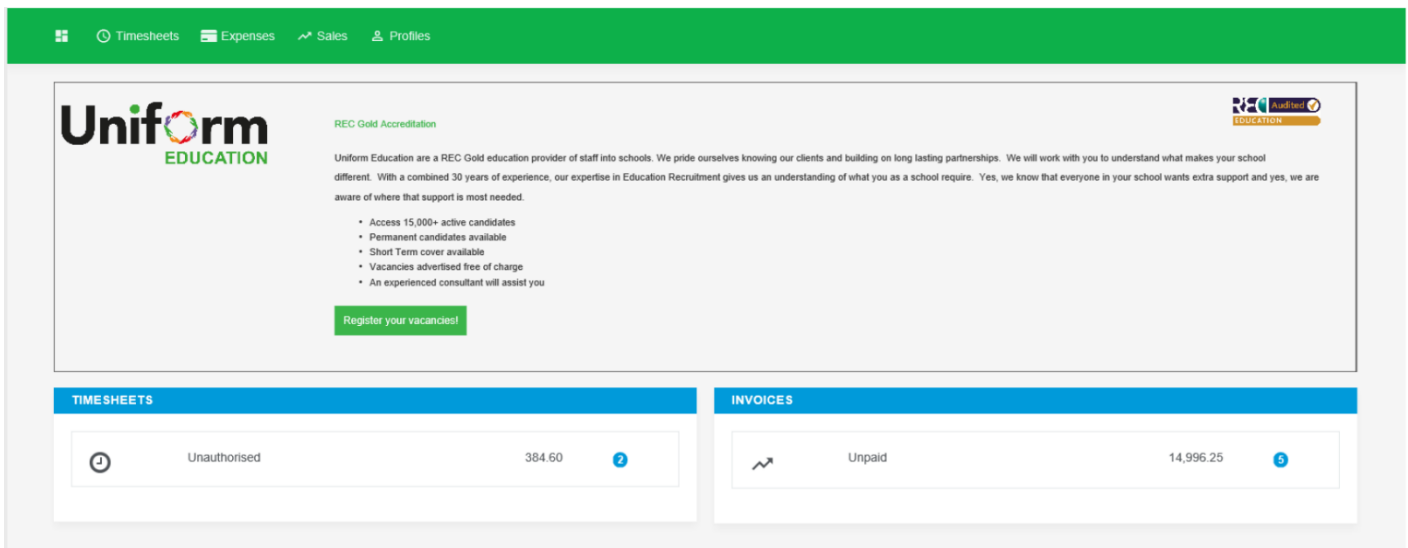# TIMESHEET GUIDANCE

- Uniform Education's timesheet portal is called InTime. **You will receive login credentials from our timesheet team, directly to your email inbox.** Please check your spam folder.

- **You cannot forward the timesheet approval email – the system will consider this a security threat and it will not allow you to authorize timesheets.** If you need someone else to be set up as the school's Timesheet Approver, please send an email to timesheets@uniformeducation.co.uk with the person's full name and email address – they can then process this for you.

- **Please approve all timesheets by Tuesday morning at the latest (for the week after the completed work).** Later approval will mean staff are not able to be paid on time.

- **Any invoice queries, please email our Credit Control team directly,** on creditcontrol@uniformeducation.co.uk.

ANY QUESTIONS?

Any queries, please email our Timesheet Team on timesheets@uniformeducation.co.uk, our Credit Control team on creditcontrol@uniformeducation.co.uk, or alternatively please call the office directly on 0203 794 8988.
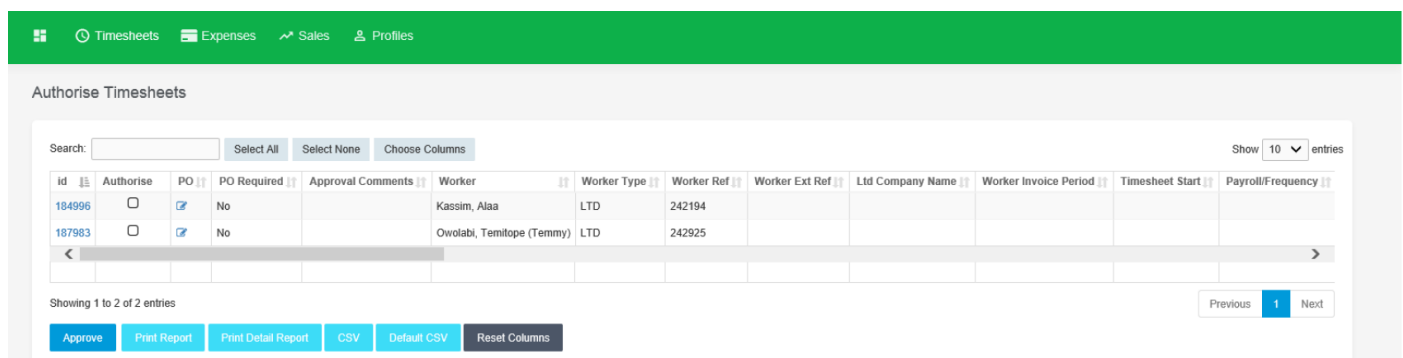
APPROVING STAFF TIMESHEETS

1. Log in to the portal. Login details are personal, and will be sent directly to your email address. You will see the following dashboard:

2. Any pending timesheets would show under the Timesheets section. Please click on the blue number to access them. This will open up the following page:

3. To view individual timesheets, please click on the ID number in the left-hand column. Timesheets will look like this:

4. Scroll to the bottom of the page and either Authorise or Reject timesheet. If rejection is necessary, please record reason for rejection – this will be sent both to Uniform Education and to the member of staff, so that necessary alterations can be made to the timesheet in question.